



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

| | |
|------------------------------|--|
| JOB TITLE: | DIRECTOR, LABORATORY QUALITY |
| POSITION NUMBER: | 00052397 |
| LOCATION: | TIFTON, GA |
| POSTING DATE: | DECEMBER 12, 2014 |
| APPLICATION DEADLINE: | OPEN UNTIL FILLED. TO ASSURE CONSIDERATION, PLEASE SUBMIT APPLICATION OR LETTER OF INTEREST BY 9 JAN 2015. |
| WHO MAY APPLY: | ALL QUALIFIED |
| PAY GRADE: | 18 |
| ENTRY SALARY: | COMMENSURATE WITH EDUCATION AND EXPERIENCE |

DESCRIPTION OF DUTIES: 1. **Direct all aspects of laboratory quality assurance programs.** Oversee implementation of policies, procedures and methods necessary to assure quality of analytical results produced by all sections of the Laboratory Division, including food safety, food quality, pesticide, seed, fertilizer, feed, grain grading, metrology and fuel laboratories. Provide QA review of violative samples. Manage activities of other QA personnel. 2. **Attain and manage applicable accreditation in each laboratory section.** Priority will be to attain ISO 17025 accreditation of food microbiological and chemical testing laboratory sections. Administer document control system. Perform internal audits. 3. **Administer laboratory safety programs.** Manage chemical hygiene plan. Provide annual Right-to-Know training. Serve as Radiation Safety Officer. Perform safety audits. 4. **Assist Program Directors and Program Managers in implementation of new methods and technologies.** Perform method validation and/or verification studies to address new requests by clients. 5. **Assist Division Director with administrative duties.** Participate in budget, finance, purchasing and personnel management, and strategic planning. May administer federal grant in support of ISO accreditation.

MINIMUM QUALIFICATIONS: Bachelor's degree in related discipline and three years of supervisory experience in a laboratory setting
OR

One year of experience at the lower level or position equivalent

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

Advanced degree in chemistry, biology, agriculture or related field; Experience in analytical sciences, particularly mass spectrometry or microbiology; Supervisory experience in analytical or regulatory laboratory; Training or experience in quality management, or in an ISO 17025-accredited laboratory. Excellent written and verbal communications skills. Ability to work well with others.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER

IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.